

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



September 1, 1988

ALL COUNTY LETTER NO. 88-112

TO: ALL COUNTY WELFARE DEPARTMENTS  
ALL SDSS ADOPTIONS DISTRICT OFFICE

SUBJECT: CASE MANAGEMENT RESPONSIBILITIES FOR FOSTER CHILDREN  
WHO ARE ACCEPTED FOR ADOPTIVE STUDY

REFERENCE: This ACL supersedes ACL No. 87-75, dated  
May 20, 1987

This letter provides guidelines for dividing case management/documentation responsibilities between adoptions units and child welfare services (CWS) units for dependent children who have been accepted for adoptive study. These guidelines apply regardless of the organizational structure present in the county; i.e., whether the county is a licensed public adoption agency or adoption services in the county are provided by a State Department of Social Services (SDSS) Adoptions District Office. The guidelines apply ONLY to those children receiving CWS who have been accepted for adoptive study by a public adoption agency. The guidelines do NOT apply to children voluntarily relinquished to a licensed private adoption agency.

- 1. When a foster child is accepted for adoptive study by the state or county adoptions unit, who is responsible for case management activities including case documentation of the service plan for continued AFDC-FC eligibility and continued compliance with CWS regulations?**

Case management/documentation per MPP Divisions 30 and 45 is a county CWS responsibility as long as the child is a dependent pursuant to Welfare and Institutions (W&I) Code Section 300.

In counties where adoption services are provided by the county welfare department, the county may choose to arrange for the adoptions staff to perform the required case management functions for dependent children.

In counties where adoption services are provided by SDSS, the case record should document what specific agreement has been reached between SDSS and the county CWS caseworker. In addition to the responsibilities established pursuant to any written agreement, the county CWS caseworker is responsible for complying with all of the requirements specified in MPP Division 30-342 or 30-442.

Case management/documentation activities for a dependent child placed out of the county continues to be the responsibility of the child's CWS agency. The child's CWS agency may enter into an agreement with the county CWS where the child has been placed to meet this responsibility.

2. **Who would be responsible for case management activities including case documentation for compliance with CWS regulations after the child is placed for adoption (with or without Adoption Assistance Program payments) AND before the adoption is finalized and dependency terminated?**

The CWS agency continues to be responsible for case management/documentation per MPP Division 30. The adoption agency is responsible for meeting the requirements of the Adoptions Program's regulations.

3. **What are the case management activities that must be performed?**

Case management activities for dependent children are mandated by MPP Division 30. The requirements contained in MPP Division 30-400 through 499 must be met. If adoptions staff are meeting Division 30 requirements, the date of the contacts must be included in the case record.

4. **How are these activities to be claimed?**

All County Letter No. 83-113, November 1, 1983 provides clarifications regarding the activities to be charged to the Adoptions Program versus CWS.

5. **When the adoptions unit determines that a child is not adoptable and requires an alternate permanent placement plan, who is responsible for the case?**

At this point, the service requirements for the permanent placement program apply. In cases where SDSS provides adoption services we will refer such cases to the county welfare department. The adoptions unit of the county welfare

department may refer such cases to a foster care unit or may continue to be responsible for the case. To ensure compliance with current regulations, it is preferable to have these cases managed by a worker who provides permanent placement services. In either case, MPP Division 30-400 through 499 requirements must be met and claims made in accordance with All County Letter 83-113. The adoptions record shall include a summary of the reasons the child was found to be unadoptable and a recommendation for alternative permanency planning. This information shall be transmitted with any referral for foster care services.

If you have any questions regarding the above, please contact your Adult and Family Services Operations Consultant at (916) 445-0623 (ATSS 485-0623) or the Adoptions Program Policy Bureau at (916) 322-4228 (ATSS 492-4228).



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cc: CWDA